

**ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES
STUDY GUIDE**

A written examination for the class of **ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES** to be administered in **SHREVEPORT** on **MAY 20, 2015**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
EMERGENCY MEDICAL SERVICES MANAGEMENT Knowledge of the principles of effective emergency medical services management involving organizing, directing, inspecting, and evaluating departmental operations; personnel management of the Emergency Medical Services Division; and maintaining inventory of supplies and equipment used by the division, including purchasing, storage and disbursement.	22.0%
RECORDS & REPORTS Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including reports on operations, emergency medical statistics, trends, request, proposed legislation, or local ordinances.	9.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other medical professionals, and the public.	13.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to assign work to subordinates; provide assistance in technical areas of work; to discuss performance of subordinates with superiors; and to resolve conflicts.	30.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	9.0%
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene.	17.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Service First Responder, 1st ed., 2000.

Fire and Emergency Services Instructor, 7th ed., 2006.

Chief Officer, 2nd ed., 2004.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

OTHER RECOMMENDED PUBLICATIONS:

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.